

Administrative Memo

Date: December 17, 2021
To: School Administrators
From: Chris Neale, Assistant Commissioner, Federal Relief Programs
 Paul Katnik, Assistant Commissioner, Office of Educator Quality
Subject: FAS-21-006 — Teacher Retention Grant Reimbursement Information

The Department of Elementary and Secondary Education (DESE) is providing additional information regarding reimbursement requests for teacher retention grants. To ensure Elementary and Secondary School Emergency Relief (ESSER) funds are used most efficiently, DESE will fulfill reimbursement requests first through ESSER I and then ESSER II funds. While the distribution of allocations for local education agencies (LEAs) across ESSER generations may change, the total allocations for LEAs will not change as a result of this method.

For example, if an LEA requests a total reimbursement of \$20,000 (\$10,000 from ESSER I and \$10,000 from ESSER II), DESE will pay the entire amount with ESSER I as long as ESSER I funds are available. The \$20,000 will be deducted from the LEA's total allocation (see table below). The payment transmittal will provide the proper code for the source of the funds. LEAs should use the payment transmittal as the basis for their accounting rather than the original allocation sheet. This will ensure all ESSER I funds are expended by the deadline of September 30, 2022.

LEAs requesting reimbursement earlier will draw on ESSER I funds as long as they are available. LEAs requesting reimbursement after ESSER I funds are exhausted will be reimbursed with ESSER II funds.

EXAMPLE	ESSER I	ESSER II	ESSER III	Total
Allocation	\$10,000	\$10,000	\$10,000	\$30,000
Request	\$10,000	\$10,000	-	\$20,000
Reimbursement	\$20,000	-	Not yet available	\$20,000

LEAs may notice that the example above has addressed only ESSER I and ESSER II. This is because ESSER III funds are still subject to appropriation. Once ESSER III funds are available, DESE will apply the same principle of using the funding source that has the closest expiration date. Also, until ESSER III funds are available, in any reimbursement request that includes ESSER III funds, DESE will remove the ESSER III amount from the reimbursement request. Once ESSER III funds are available, deducted amounts should be resubmitted for reimbursement.

For more information, contact Chris Neale, Assistant Commissioner of Federal Relief Programs, at Chris.Neale@dese.mo.gov or 573-751-0077.